

IDPH INSTITUTIONAL REVIEW BOARD / MEETING MINUTES

Meeting: IDPH Institutional Review Board

Date: 2/16/17 **Start:** 1335 **Finish:** 1501

Purpose: 1st Quarter Meeting

Location: 535 W. Jefferson, 5th Fl, Springfield, IL
122 S. Michigan, 7th Floor, Room 711, Chicago, IL

Chair: Arthur F. Kohrman, MD

Recorder: Kori Acosta

*Participants received all pertinent documents prior to the meeting. Springfield and Chicago meeting locations were linked via videoconference.

| | | |
|---|---|--|
| <input type="checkbox"/> IRB Members Present/Absent: | <input type="checkbox"/> IRB Alternate Members Present/Absent: | <input type="checkbox"/> IRB Staff Present: |
| <input type="checkbox"/> Jenny M. Aguirre | <input type="checkbox"/> Matt Charles | <input type="checkbox"/> Kori Acosta |
| <input type="checkbox"/> Eduardo Alvarado | <input type="checkbox"/> Barbara Fischer | <input type="checkbox"/> Harold Duckler |
| <input type="checkbox"/> Jane E. Fornoff | <input type="checkbox"/> Carla Little | <input type="checkbox"/> |
| <input type="checkbox"/> Arthur F. Kohrman | <input type="checkbox"/> Jeff Lyon | <input type="checkbox"/> |
| <input type="checkbox"/> Fangchao Ma | <input type="checkbox"/> Dennis Tiburzi | <input type="checkbox"/> Others Present: |
| <input type="checkbox"/> George A. Marchetti | <input type="checkbox"/> | <input type="checkbox"/> Meghan Calandro |
| <input type="checkbox"/> Claudia Nash | <input type="checkbox"/> | <input type="checkbox"/> Stacy Hoferka |
| <input type="checkbox"/> Tiefu Shen | <input type="checkbox"/> IRB Alternate Members Present/Absent: | <input type="checkbox"/> Jenny (Jennifer) Koechle |
| <input type="checkbox"/> | <input type="checkbox"/> Camela Gardner | <input type="checkbox"/> |
| <input type="checkbox"/> IRB Members Absent: | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Jennifer Layden | <input type="checkbox"/> | <input type="checkbox"/> |

SUMMARY NOTES

| Topic | Reporting | Discussion Summary | Commitment / Progress / Notes (Action, Status, Outcome) | Accountable (Who / When) |
|--|-----------------------|--|---|--------------------------|
| Call to Order | Arthur F. Kohrman, MD | The IDPH IRB Quarterly Meeting was called to order at 1:35 p.m. by Arthur Kohrman. Quorum was verified. | | |
| Approval of Minutes | Arthur F. Kohrman, MD | No changes were requested. Jenny Aguirre moved to approve the minutes from June 23, 2016. George Marchetti seconded the motion. All approved. The motion was carried. | Emailed to Divya & posted | Kori Acosta |
| Protection of Human Subjects Recertification | Kori Acosta | <ul style="list-style-type: none"> ○ IDPH policy on protection of human research subjects requires that members recertify <i>every three years</i>. Reference to this policy may be found on page 9, section 3.5 "Board Member Education/Training" in the <i>IDPH IRB Procedures Manual</i> at: http://www.dph.illinois.gov/sites/default/files/publications/procedures.pdf | | Board Members |

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| | | <ul style="list-style-type: none"> ○ Members will be sent recertification reminders 3-months before the due date. ○ New member, Jennifer Layden, due to certify | | |
| Reviews | Harold Duckler | Harold Duckler distributed and discussed the current study status listing. Eduardo Alvarado moved to approve it. Jeff Lyon seconded the motion. All approved. The motion was carried. | Ongoing | |
| UIC School of Public Health | Arthur Kohrman | Dr. Kohrman discussed the status of work towards making the IDPH IRB the designated IRB for UIC SPH projects requiring IDPH data. | Ongoing | |
| Common Rule Update | Arthur Kohrman | <ul style="list-style-type: none"> ○ Dr. Kohrman briefed members about the Common Rule Update that was released January 19th by the U.S. Department of Health & Human Services, Office for Human Research Protections ○ It includes significant efficiency enhancements, such as promoting single IRB use for multi-institutional research studies, and stating that identifiable data or biospecimens research may rely on wide-ranging consent. | View online at: https://www.hhs.gov/ohrp/regulations-and-policy/regulations/finalized-revisions-common-rule/index.html . | |
| IRB Webpage documents Request for Suggestions | Kori Acosta | Kori Acosta encouraged members to take the opportunity to review all IRB documents posted online and feel free to make suggestions. | | Board Members |
| Vital Records Report | Meghan Calandro | <ul style="list-style-type: none"> ○ Ms. Calandro gave a presentation about the Office of Vital Records and their work. ○ Vital Records data is used by IDPH Programs, LHDs, other State Agencies, Federal Agencies/Programs, and researchers. ○ Quality improvement measures, such as clean ups, educational reporting newsletters, and EVVE fact of death (death and birth records verification system) are underway. | | |
| Syndromic Surveillance Data Report (HepCCATT) | Stacy Hoferka | <ul style="list-style-type: none"> ○ Stacy Hoferka discussed Syndromic Surveillance Data and HepCCATT (Hepatitis C Community Alliance to Test and Treat program). IDPH's role in HepCCATT is surveillance. | | |

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| | | <ul style="list-style-type: none"> ○ The Hepatitis C Registry transferred from being a private registry to being an IDPH registry in February 2016. ○ Syndromic Surveillance data includes reporting on outbreaks, cold and heat related incidents. | | |
| 2017 Meeting Schedule | Kori Acosta | <ul style="list-style-type: none"> ○ Board Meetings are held on the 3rd Thursday of the 2nd month of each Quarter from 1:30-3 PM. ○ Ad Hoc Meetings are <i>tentatively</i> scheduled on the 3rd Thursday of all months when there are no Board Meetings scheduled ○ This year's schedule is as follows: May , August , & November in the Director's Conference Room in Springfield & Room 711 in Chicago <p><i>*Videoconferencing Available</i></p> | | IRB Staff Board Members |
| Public Comment | Arthur F. Kohrman, MD | <ul style="list-style-type: none"> ○ Dr. Kohrman opened the floor to public comment. ○ There was none as there were no public present for comment. | | |
| Adjournment | Arthur F. Kohrman, MD | Jenny Aguirre moved to adjourn the meeting. George Marchetti seconded the motion. All approved. The meeting adjourned at 3:01 p.m. | | |